

**Title 15---ELECTED OFFICIALS**  
**Division 40---State Auditor**  
**Chapter 3---Rules Applying to Political Subdivisions**

**PROPOSED RULE**

**15 CSR 40-3.180 Municipal Court Certifications Filed with the Auditor's Office**

*PURPOSE: This rule sets forth a procedure for a county, city, town, or village with a municipal court to certify its substantial compliance with the municipal court procedures specified in Conference Committee Substitute for House Committee Substitute for Senate Substitute for Senate Committee Substitute for Senate Bill 5 (2015), First Regular Session, Ninety-eighth General Assembly 2015.*

- (1) Any city, town, or village with a municipal court shall annually file with the State Auditor's Office a completed certification, which is included herein, and available on the State Auditor's website, or any certification which substantially comports with the specified certification and certifies that the municipal court adopted and substantially complied with the municipal court procedures specified by subsection 1 of section 479.360 during the preceding fiscal year.
- (2) Any county with a county municipal court shall annually file with the State Auditor's Office a completed certification, which is included herein, and available on the State Auditor's website, or any certification which substantially comports with the specified certification and certifies that the municipal court adopted and substantially complied with the municipal court procedures specified by subsection 1 of section 479.360 during the preceding fiscal year.
- (3) If the county, city, town, or village's fiscal year ended before August 28, 2015, but the county, city, town, or village files its financial report with the State Auditor's Office after August 28, 2015, the certification may specify which, if any, procedures required by subsection 1 of section 479.360 the municipal court has adopted, and certify during which portion of the fiscal year, if any, the municipal court complied with each procedure.
- (4) If the county, city, town, or village's fiscal year ended after August 28, 2015, but any period of time covered by the certification includes a portion of a fiscal year that was prior to August 28, 2015, the certification may certify and specify substantial compliance for only that portion of the fiscal year after August 28, 2015 in which the municipal court complied with each procedure.
- (5) The certification shall be signed by the municipal judge of the county, city, town, or village. If the municipal court has more than one municipal judge, any municipal judge may sign the form or certification.
- (6) The certification shall be mailed to the State Auditor's Office at P.O. Box 869, Jefferson City, MO 65102, or emailed to PolySubFS@auditor.mo.gov.
- (7) The certification shall be submitted, together with the addendum required by 15 CSR 40-3.170, within six (6) months after the end of the county, city, town, or village's fiscal year.
- (8) To facilitate auditing, the county, city, town, or village shall retain documentation supporting the information provided by the certification in accordance with prescribed record retention procedures.

*AUTHORITY: sections 29.100, RSMo (2000) and sections 479.360 and 479.362, CCS/HCS/SS/SCS/SB 5, First Regular Session, Ninety-eighth General Assembly 2015. Original rule filed September 1, 2015.*

*PUBLIC COST: This proposed rule will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed rule will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE OF PUBLIC HEARING AND NOTICE TO SUBMIT COMMENTS:* Anyone may file a statement in support of or in opposition to this proposed rule with the Missouri State Auditor's Office, Attention: Paul Harper, P.O. Box 869, Jefferson City, MO 65102 or via email at [rules@auditor.mo.gov](mailto:rules@auditor.mo.gov). To be considered, comments must be received by November 6, 2015. A public hearing is scheduled for 9:00 a.m. on November 2, 2015, at the Harry S. Truman State Office Building, Room 493/494, 301 West High Street, Jefferson City, Missouri.

*SPECIAL NEEDS:* If you have any special needs addressed by the Americans with Disabilities Act, please notify us at (573) 751-4213 at least five (5) working days prior to the hearing.